DOCUMENT RESUME

ED 261 000 SO 016 814

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TITLE Library Instruction Workbook in Geography.
INSTITUTION Ohio Univ., Athens.
PUB DATE 85
NOTE 14p.; Prepared in the Department of Geography.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Geography; *Geography Instruction; Higher Education; Information Seeking; Instructional Materials; Learning Activities; Library Instruction; *Library Skills; Research Skills; *Resource Materials; Skill Development

ABSTRACT

A workbook acquaints university undergraduates with the library, the basic reference tools of geographic research, and some of the specialized literature in geography. The first of five sections contains an activity for examining subject headings. Questions focus on using the "International Encyclopedia of Social Sciences," Library of Congress subject headings, "Books in Print," "Social Sciences Index," and "Geo Abstracts." The activity in section II considers book classification, availability, and information. Students use the online card catalog of the library, the library stacks, and the reference department. In section III, a worksheet acquaints students with keys to periodical literature such as "Ulrich's International Periodicals Directory," "The Encyclopedia of Associations," and "Bibliographic Index." Section IV focuses on government documents and section V on finding sources on specific localities. The activity in section VI challenges students to apply skills they have developed to a topic of their choice. (LP)

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LIBRARY INSTRUCTION WORKBOOK IN GEOGRAPHY

OHIO UNIVERSITY

by
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SD 016 814

1985 Edition

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Fall 1985

PREFACE

As you complete this workbook, you will learn the basic reference tools for geographic research, visit and use the offerings of a number of the library's service points, and discover some of the paths to specialized literature in your subfield in geography.

SECTION I: EXAMINING SUBJECT HEADINGS

1.1 Go to the International Encyclopedia of the Social Sciences (REF/H40/A2/I5). Locate the entry on "Geography." List the sub-topics covered in this entry, and the author of each.

Sub-topic:	Author:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1.2 Find one sub-topic that gives cross-references to other entries in the Encyclopedia. Write down the sub-topic and the cross-references.

1.3 Go to Carl M. White, Sources of Information in the Social Sciences: A Guide to the Literature (REF/Z7161/W49/1973 -- on Reference Reserve). List in outline fashion the sub-fields and respective sub-areas covered on pp. 141-154.

Sub-field	Sub-area

1.4 Go to the Library of Congress Subject Headings (REF/Z695/U4749/1980 -- a number of sets of this red, two volume work are available in the library). Look under the subject heading "Geography" and list the sub-headings printed in bold face type:

_____ _____

_____ _____

_____ _____

_____ _____

_____

1.5 Go to the most recent edition of Subject Guide to Books in Print (Reference Department index shelf #11). Examine all the sub-headings under the heading "Geography." Then note which two sub-headings have the greatest number of books listed under them.

_____ _____

1.6 Go to the Social Sciences Index (Reference Department index tables). Use the two most recent complete volumes and compile a list of the sub-headings under the heading "Geography." List only those on the left margin, in bold face type. Note with an asterisk or other marking those that appear only once.

1.7 Go to Geo Abstracts, a periodical with several parts each with its own call number. List these parts along with their respective call numbers.

_____

_____

_____

_____

_____

_____

_____

1.8 Name the two parts of Geo Abstracts most useful to you as a geographer.

1.9 Now choose a sub-field (or two) of geography you wish to concentrate upon in the following sections of the workbook and indicate the choice(s) here:

_____ _____

SECTION II: BOOK CLASSIFICATION, AVAILABILITY, AND INFORMATION

2.1 Using your choice of sub-field stated above, find the single or double-letter (e.g., B, BA, BX) classification schedule most common to the call number(s) for books in your sub-field. Use the library's ALICE online system, the subject and author-title card catalog, or the Library of Congress Subject Headings to make this determination and write that information here:

2.2 Go to the library's stacks area and locate a book in your sub-field that interests you. Write down the following information:

Author:

Title:

Imprint Statement (place of publication, publisher, date of publication):

Call Number:

2.3 Take this information with you to the public "OCLC" computer terminal located in the Reference Department. With the aid of the self-instructional sheets there, call up the book by "author," "author-title," or "title" search. Then, with further instruction provided there, find another library that has the book. List both the library and its three-letter "OCLC" symbol:

Library: Three-letter code:

[NOTE: The terminal does not operate on Sundays, nor late in the evening on weekends.]

2.4 Go to the book review indexes (Reference Department index shelf #11). Find a review citation for the book you selected in item 2.2 above and record this citation:

Give the name of the review index source used:

Then either transcribe or photocopy the book review cited and turn this in to your instructor.

2.5 Write the name of one other general book review indexing service found on Reference index shelf #11.

2.6 Go to Dissertation Abstracts International (REF/AS30/M52/vol. & issue #/year) and find the abstract for a recent dissertation relevant to your sub-field.

Dissertation title:

Author:

University:

DAI citation (entry #, page #, volume #, and volume date):

2.7 Go to the stacks and examine Progress in Human Geography and Progress in Physical Geography. Find the most recent bibliographic review for your sub-field. Undergraduates, copy only the first page; graduate students, the entire essay. Turn this photocopy or transcription in to your instructor.

2.8. Go to Carla Stoffle and Simon Karter, Materials and Methods for History Research (REF/D13/S84 -- on Reference Reserve). Examine the flow charts for books and for articles at pp. WB86-WB89. Are these charts useful? If so, you may choose to make a copy for your own uses.

SECTION III: KEYS TO PERIODICAL LITERATURE

3.1 Write down the sub-field you will use in this section:

3.2 Then go to Ulrich's International Periodicals Directory (REF/AP1/U84/ed. #/year -- on Reference Reserve). Find three scholarly periodicals that cover your sub-field exclusively or partially. List the publication's title, and include the name of its sponsoring association or organization, the year the publication began, the present location of its editorial offices, and any index or abstract service in which it is included:

(1)

(2)

(3)

3.3 For the three periodicals listed above, use the Encyclopedia of Associations (REF/AS22/E5?ed. #/year/vol. # -- on Reference Reserve) to look for any additional information you can include on the sponsoring group for one of these periodicals.

3.4 Go to Geo Abstract and find an abstract for an article related to your sub-field. Transcribe or photocopy this abstract, giving also a full citation (volume #, page #, abstract #) to Geo Abstracts, and turn this in to your instructor.

3.5 Turn to the computer printout list "Currently Received Periodicals in the Ohio University Library" (numerous copies of this blue-covered list may be found around the library). To which of the titles you have listed above does the library subscribe? List these here. (If none, substitute with at least one geographic periodical title.)

3.6 Go to the shelves whee current periodicals are kept and examine a recent issue of the periodical or periodicals (or substitute) listed. Find an article published within the last year that covers some aspect of your sub-field. Transcribe or photocopy the table of contents for the particular issue, circle the item selected, and turn this in to your instructor.

3.7 Use the Bibliographic Index (Reference index shelf #11) to find a recent bibliography pertinent to your sub-field. Provide a full citation to the bibliography, including the volume of the index used.

3.8 Go to the Social Sciences Citation Index (Reference index shelf #11). List and briefly describe the four main parts of this index service.

(A)

(B)

(C)

(D)

3.9 Write down the call number for this index.

3.10 Find the citation for the article that matches your abstract from Geo Abstracts (item 3.4 above) and transcribe or photocopy the citation, again also indicating the index used.

3.11 Go to James L. Hall and Marjorie J. Brown, Online Bibliographic Databases (REF/Z699.22/H34/1983X -- on Reference Reserve). Use this book to find two databases geographers may use, add a sub-field for which each may be used, and note the database utility (e.g., Dialog) through which they may be accessed.

Database	Sub-field	Utility
(1)		
(2)		

3.12 Go to the Reference Department desk and ask the librarian on duty for a copy of the "library information sheet" that describes the library's Computerized Information Retrieval Service. While there, inquire to see if the "C I R S" includes the database utilities you listed above.

SECTION IV: GOVERNMENT DOCUMENTS AS RESOURCES

The library's Government Documents Department houses federal, state, and United Nations printed documents. Documents for the federal government (USA) are issued basically in a classification system which arranges materials in an alphanumeric code that begins with a letter or letters for the governmental office issuing the publication. For example, the call numbers for publications from the Department of Housing and Urban Development begin with the letters "HH" while those from the Library of Congress begin with the letters "LC."

4.1 Use the Monthly Catalog (on reference shelves in this department) or "Appendix I" in the List of Classes (available at the counter) to find and write the name and code for another

(A) cabinet-level department:

(B) independent office, agency, or commission:

4.2 Using the Monthly Catalog, write the title and other imprint information for two recent publications that deal with your chosen sub-field. (Note: publications listed with a black dot indicate depository items, ones more likely to be in the library.) Give a full citation for the two items, and include a notation for the Monthly Catalog used.

(1)

(2)

4.3 Proceed to the documents department stacks to transcribe or photocopy both the title page and table of contents from the two books (or from substitutes related to your sub-field), then turn these in to your instructor.

4.4 Walk through the stacks and fill in the department/office for the following classification code letters:

A_____ I_____

C_____ I 19_____

EPA_____ NAS_____

SECTION V: FINDING SOURCES ON LOCALITIES

5.1 Choose one of the 50 states in the USA (other than Ohio) and give that choice here:

5.2 Having made this choice, go to the area for atlases in the Reference Department. Select an atlas of the United States and turn to the map for your state. Choose any county in that state and write that choice here:

5.3 Then add the following information:

Name of the county seat

Population of the county seat

Census year on which this count is based

The latitude and longitude (approximate) for the county seat

5.4 Go to the Map Library on the 1st floor. With the assistance of its staff, consult the INDEX map for the U.S.G.S. Topographic Maps for your state. Write the names of your county's quadrangles--or the first ten if there are more than ten.

5.5 Go to John L. Andriot, Township Atlas of the United States (MAP COLL/G1201/F7/A5/1979 -- on reserve at the Microforms Department desk). Look up your state to indicate (1) the pattern of organization for its minor civil divisions (e.g., townships, municipalities) and (2) the name of at least three of these units in your chosen county.

5.6 Go to the most recent County and City Data Book (Documents Department--on reserve) to find the following information for your county:

(A) birth rate

(B) median family income

5.7 Consult three of the four sources listed below for information on your county. Give a full citation for the works noted; include the page number and volume number (where pertinent) for the respective books used in the space provided:

[Note: The Department of Archives and Special Collections is open from 8 a.m. to 5 p.m. Monday-Friday.]

(A) Panoramic Maps of Cities in the United States and Canada, 2nd ed., 1984 (LC 5.2:P 19 -- on reserve in Documents). Note the earliest and latest views for a community in your county or the surrounding area.

(B) Fire Insurance Maps (MAP COLL?Z6026/I7/U54/1981 -- on reserve in Microforms). Note the earliest and latest dates for a community in your county or the surrounding area.

(C) United States Atlases (SPEC COLL/REF/Z881/U5/1950AT/vol. # -- on the reference shelves in Archives and Special Collections). Give full author-title-imprint statement information for an atlas from your county or a nearby one.

(D) United States Local Histories in the Library of Congress (SPEC COLL/ REF/Z1250/U59/1975 -- on the reference shelves in Archives and Special Collections). Give full author-title-imprint statement information for a local history work from your county or a nearby one.

5.8 Go to ALICE terminal or the main card catalog to find the LC classification for books from your state. Then go to the stacks to find a gook that examines your state from some geographic perspective. Transcribe or photocopy both the title page and table of contents from this work, add the book's call number, and turn this in to your instructor.

5.9 Go to the Microforms Department to find a newspaper on microfilm from your county (or its area) that is available on microfilm. Your sources include recent catalogs from vendors such as the Microfilm Corporation of America and Bell and Howell Microphoto Division along with other catalogs (some located in boxes) on the reference shelves along the wall opposite the departmental desk.

Give the name of the newspaper on microfilm, the organization that markets the film, and a citation for the source you used.

5.10 Go to the Library of American Civilization's Microbook Library of American Civilization (MICF/Z1236/L5/1971/vol. #). Write down the four parts of this printed index:

(1) (2)

(30 (4)

5.11 Then use the Subject Catalog t find the title of a book in the collection (travelogue, geological study, etc.) on your state. Record the

(A) Author-title-imprint statement information:

(B) LAC microfiche card number for the selected work:

SECTION VI: SELECTED RESOURCES FOR AREAS OF APPLIED GEOGRAPHY

6.1 Utilizing the skills you have developed in the previous sections of the workbook, choose <u>two</u> of the following sub-fields and circle your two choices:

(A) land use planning

(B) urban planning

(C) environmental planning

(D) cartography

6.3 Once you have made this choice, find and then provide full publication information on a book, a government document, and a journal for <u>each</u> of the two sub-fields. Also note the sources used to find these materials.
(Note: Use new sources only; <u>do not repeat</u> titles already cited.)

Books (and source):
(1)

(2)

Documents (and source):
(1)

(2)

Journals (and source):
(1)

(2)